

## Annual Meeting held on Monday 24th May 2021

### Present

Jim Gillett, Mike Heath, Narinder Ryatt, Jane Hartley, Pat Sutlieff and Claire Andersen

### Apologies for absence

Hilary Jones and Neil Jackson

### Absent

### Election of the Chairman of Council:

Councillor Gillett opened the meeting and opened the election for the position of Chair. Councillor Gillett proposed Councillor Hartley and was seconded by Councillor Heath. **Councillor Hartley was elected as Chair of Council unopposed.** She then took over Chairing the meeting.

### Election of Vice-Chairman of Council:

Councillor Sutlieff was proposed by Councillor Andersen and seconded by Councillor Gillett. **Councillor Sutlieff was unanimously elected as Vice Chairman of Council unopposed.**

### COUNCIL LEAD POSITIONS

The following were unanimously elected unopposed

### Committee Chairmen

**Planning, Environment & Highways** - Councillor Heath was proposed by Councillor Gillett and seconded by Councillor Hartley **and was elected as Chairman of Planning, Environment and Highways**

**Amenities** - Councillor Gillett was proposed by Councillor Sutlieff and seconded by Councillor Hartley. **Councillor Gillett was elected as Chairman of Amenities**

**Finance** - Councillor Hartley proposed Councillor Jackson and Councillor Andersen seconded him. **Councillor Jackson was elected as Chairman of Finance**

**Staffing Committee**- Councillor Andersen was proposed by Councillor Gillett and seconded by Councillor Hartley. **Councillor Andersen was elected as Chairman of the Staffing Committee**

### Council Vice Chair Positions

**Planning, Environment and Highways** – Councillor Ryatt was proposed by Councillor Hartley and seconded by Councillor Gillett. **Councillor Ryatt was elected unopposed as the Vice Chair of Planning, Environment and Highways**

**Amenities** – Councillor Gillett proposed Councillor Sutlieff and Councillor Hartley seconded her. **Councillor Sutlieff was elected unopposed as Vice Chair of Amenities**

**Finance** – Councillor Gillett was proposed by Councillor Andersen and seconded by Councillor Sutlieff. **Councillor Gillett was elected unopposed as Vice Chair of Finance**

**Staffing** – Councillor Sutlieff was proposed by Councillor Andersen and seconded by Councillor Gillett. **Councillor Sutlieff was elected unopposed as Vice Chair of Staffing**

**Election of Members of Committees**

**ELECTION OF COUNCIL MEMBERS TO THE STAFFING COMMITTEE** Councillors Andersen, Sutlieff, Jones and Gillett were elected as members with the Chairman holding a watching brief

**ELECTION OF COUNCIL MEMBERS TO THE FINANCE COMMITTEE** the Chairman and councillors Gillett, Jackson, Andersen and Sutlieff were duly elected

**ELECTION OF COUNCILLOR MEMBERS TO THE AMENITIES COMMITTEE**

In addition to The Chairman, the Vice Chair and the Chairman of the Amenities Committee, Councillors Jackson and Jones were unanimously elected as members of the Amenities Committee.

**ELECTION OF COUNCILLOR MEMBERS TO THE PLANNING, ENVIRONMENT AND HIGHWAYS COMMITTEE** – Councillors Heath, Ryatt, Sutlieff and Andersen were duly elected

**ELECTION OF COUNCILLOR MEMBERS TO THE COMPLAINTS COMMITTEE** – Councillors Hartley, Heath, Andersen, Sutlieff, Gillett and Ryatt were duly elected

**APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATIONS**

Wokingham Borough Liaison/ Parish Conference – Councillor Heath

Almshouse Trustee - Councillor Andersen

Sonning Education and Welfare Trust- Mrs Jeffery

Poor’s Land Charity Trustee – Mrs Lauren McCann

Newsletter and Communication – Amenities Manager and Councillor Heath

WDALC – None

Campaign against Waste – Councillor Heath

Website Administrator – Clerk

Data Protection Officer – Andrew Moulton at WBC

Wokingham United Charities – Councillor Hartley

**Review of Standing Orders**

It was resolved to adopt the 2020 Revision, which was approved

**Review of Risk Management, Financial Regulations and other policies**

The Finance Committee had reviewed the Risk Management Policy and the Financial Regulations, and their recommendations were accepted. Councillor Heath had done a thorough review of the other documents, and happy that the other documents were still valid subject to some minor changes (e.g., changes of address). This agreed by other members.

**Review of Terms of Reference**

It was resolved that these did not need updating at this point, which was carried unanimously

The Annual Meeting closed at 8-30pm.

.....*Signature*  
*Signed on 21 June 2021 Chairman of the Council*